

NTISSC

NATIONAL
TELECOMMUNICATIONS
AND
INFORMATION SYSTEMS
SECURITY
COMMITTEE

OFFICE OF THE EXECUTIVE SECRETARY

NTISSC 20-85
24 April 1985

LOGGED

30 APR 1985

MEMORANDUM FOR THE MEMBERS AND OBSERVERS, NATIONAL
TELECOMMUNICATIONS AND INFORMATION SYSTEMS SECURITY COMMITTEE

SUBJECT: Draft NTISS Directive No. 901, "NTISS Issuance
System" (U) - ACTION MEMORANDUM

Comm

1. Enclosed draft NTISS Directive (NTISSD), subject as
above, replaces NACSI No. 1001A, "Management of the National
COMSEC Issuance System", dated 29 September 1983.

2. Request you review the enclosure and provide written
comments to the undersigned by 24 May 1985. Questions on this
subject may be addressed to my staff POC,

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EXECUTIVE SECRETARY

Encl:
a/s

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NTISSD NO. 901

DATE:

NTISS

NATIONAL
TELECOMMUNICATIONS
AND
INFORMATION SYSTEMS
SECURITY

NTISS DIRECTIVE NO. 901

NTISS ISSUANCE SYSTEM

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FOREWORD

This Directive is issued pursuant to National Security Decision Directive 145, "National Policy on Telecommunications and Automated Information Systems Security", dated 17 September 1984, and the National Telecommunications and Information Systems Security (NTISS) Directive No. 900, "Governing Procedures of the National Telecommunications and Information Systems Security Committee (NTISSC)" dated 1 March 1985, which together establish an NTISS issuance system. This directive is provided to guide the uniform development, coordination, and promulgation of the issuances which govern the approach to ensuring the integrity of U.S. Government communications and information systems.

Those national issuances promulgated under the former National Communications Security Committee remain in effect until revised or rescinded by action of the NTISSC.

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National Telecommunications and Information Systems Security

(NTISS) Issuance System (U)

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SECTION I - PURPOSE AND APPLICABILITY

1. This Directive establishes guidance and delineates the responsibilities for issuing policies, directives, instructions and advisory/information memoranda within the NTISS system. This guidance and responsibility is established to ensure effective uniform management in the development, coordination, publication, dissemination, and implementation of those documents. The provisions of this National Telecommunications and Information Systems Security Directive (NTISSD) apply to all U.S. Government departments and agencies.

SECTION II - NATURE OF NTISS PUBLICATIONS

2. The NTISS Issuance System promulgates policies, regulatory and advisory guidance. The system includes the following documents:

a. NTISS Policies (NTISSPs) reflect national telecommunications and automated information system security goals and objectives. NTISSPs are promulgated by the Chairman of either the Systems Security Steering Group (SSSG) or the Chairman, NTISSC subsequent to the approval by the Group or Committee. Policies are binding upon all federal departments and agencies.

b. NTISS Directives (NTISSDs) state national level decisions relating to NTISS policies, plans, programs, systems, organizational delegations of authority or other similar actions. NTISSDs are promulgated by the Executive Agent, or the Chairman of the NTISSC when so delegated by the Executive Agent, following coordination with the Committee. Directives are binding upon all federal departments and agencies.

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c. NTISS Instructions (NTISSIs) provide the instructions and establish the technical criteria for specific telecommunications and automated information systems security matters. NTISSIs include technical or implementation guidelines, restrictions, and procedures applicable to the conduct of telecommunications and automated information systems security programs or activities. NTISSIs are promulgated by the National Manager for Telecommunications and Automated Information Systems Security following coordination with the NTISSC and are binding upon all federal departments and agencies.

d. NTISS Advisory/Information Memoranda (NTISSAM) provide advice, assistance or information of general interest on telecommunications and automated information systems security to all applicable departments and agencies of the U.S. Government. NTISSAM are promulgated by the National Manager and are recommendatory.

SECTION III - GENERAL GUIDELINES

3. The following general guidelines should be followed in the preparation and the coordination of NTISS issuances.

a. Topics for promulgation through the NTISS issuance system may be proposed by any department or agency of the U.S. Government and submitted through an NTISSC member to the NTISSC for consideration. The proposed issuance, by the direction of the Committee Chairman, shall be brought to the attention of the Subcommittee on Telecommunications Security or the Subcommittee on Automated Information Systems Security or other permanent or temporary subordinate bodies of the NTISSC.

b. NTISS policies, directives and instructions shall be approved by or coordinated with the SSSG or the NTISSC as required by this directive before submission to the appropriate authority for promulgation. NTISS memoranda are not subject to full committee review unless directed by the Chairman, NTISSC.

c. NTISS Policies, Directives, Instructions and Memoranda are numbered in accordance with the system outlined in the Appendix and will be disseminated, at minimum, to the NTISSC representative organizations.

d. Issuances being revised and/or superseded will be indicated in either the FOREWORD of the publication or as a footnote at the bottom of the first page of the new issuance.

e. Proposed revisions to or cancellations of NTISS issuances will follow the same coordination procedures as their originals.

SECTION IV - RESPONSIBILITIES

4. The Executive Secretariat of the NTISSC is responsible for:

a. Establishing, managing, and maintaining an NTISS issuance system.

b. Coordinating drafts, revisions and cancellations with the federal departments and agencies that comprise the NTISSC.

c. Assigning issuance numbers.

d. Publishing and disseminating NTISS issuances.

e. Maintaining and publishing an index of all NTISS issuances, which shall be reviewed for accuracy at least once yearly.

f. Reviewing proposed NTISS issuances for compliance with established policy and other regulatory issuances governing the NTISS system.

5. The heads of federal departments and agencies are responsible for:

a. Implementing and disseminating NTISS policies, directives and instructions in a timely manner within their departments and agencies.

b. Disseminating NTISS advisory/information memoranda in a timely manner within their departments and agencies.

c. Ensuring complete coordination within their respective organization of all proposed NTISS issuances prior to submission to the NTISSC Secretariat for formal committee action.

SECTION V - PROCEDURES

6. The OPI for proposed NTISS policies, directives, instructions, and advisory/information memoranda shall:

a. Notify the Executive Secretariat that an issuance is being prepared and provide the document title and OPI for the issuance.

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b. Keep the Executive Secretariat advised of the status of the proposed document.

c. Coordinate policies, directives, instructions, and memoranda within their department or agency. Informal coordination with other organizations affected by the issuance is also encouraged.

d. With the endorsement of the head of the department or agency, or a duly authorized official, submit the proposed issuance through an NTISSC member, to the Executive Secretariat for approval of or coordination with the NTISSC. Executive Secretariat may request the OPI to assist with the coordination of the proposal.

7. The Executive Secretariat shall:

a. Review all submissions for completeness and compliance with the procedures of this directive.

b. Ensure that NTISSC members and observers are given the opportunity to coordinate or approve NTISS publications as required by NTISS Directive 900, "The Governing Procedures of the National Telecommunications and Information Systems Security Committee."

c. Provide responding NTISSC members with a written response to recommendations submitted to the Secretariat during the coordination process.

d. Assign numbers to policies, directives, instructions and memoranda, prior to submission to the proper authority for promulgation.

e. Present any significant unresolved issues to the Committee Chairman for resolution or, at the direction of the Chairman, refer the matter to a subcommittee for study and recommendation. The Secretariat will ensure final coordination with the NTISSC of all significant changes or revisions.

f. Upon final coordination or vote of approval, submit the issuance to the Executive Agent, the Chairman of the Steering Group or the Chairman of the NTISSC, or the National Manager, as appropriate, for signature. The Executive Secretariat will distribute the signed issuance.

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g. Disseminate issuance changes or notification of issuance cancellation to the NTISSC.

8. Requests for copies of NTISS issuances should be sent to the Executive Secretary, NTISSC at the following address:

Executive Secretariat
National Telecommunications and Information
Systems Security Committee
National Security Agency
Fort George G. Meade, MD. 20755-6000

National Telecommunications and Information Systems Security
(NTISS) Issuance System Directive

APPENDIX

CATEGORIES AND NUMBERING FOR NTISS ISSUANCE SYSTEM

NTISS issuances will be categorized and numbered as follows:

Policies:

General*	001-099
COMSEC	100-199
COMPUSEC	200-299
TEMPEST	300-399
Reserved	400-499

Directives:

General*	500-599
COMSEC	600-699
COMPUSEC	700-799
TEMPEST	800-899
Administrative	900-999

Instructions:

General*	1000-2999
COMSEC	3000-3999 Systems 4000-4999 General
COMPUSEC	5000-6999
TEMPEST	7000-8999
Administrative	9000-9999

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Advisory and Information Memoranda:

GENERAL/1-(YR)* - One-up series by year
COMSEC/1-(YR) - One-up series by year
COMPUSEC/1-(YR) - One-up series by year
TEMPEST/1-(YR) - One-up series by year

* General - NTISS issuances which deal with two or more of the following topics; communications security (COMSEC), information systems security (COMPUSEC), or compromising emanations countermeasures (TEMPEST).

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